



## The Leader in Records & Information Management

In order to create customer satisfaction, we here at Iron Mountain are pleased to announce that the live training schedule is back up and running! Here at Iron Mountain we offer training classes on our self-service user friendly portal Iron Mountain Connect. The live trainings will be conducted by Sirtarvis Hicks, Senior Learning Consultant. Please use the links in the calendar to register for subject matter trainings. Listed below are the course overview and what each training will consist of. We look forward to working with you as we create innovative memories at Iron Mountain.

### **Records Management**

The records management overview will consist of

- Searching and retrieving inventory
- Scheduling pickups
- Adding record
- Ordering Supplies.

### **Administration/ Managing users**

Administration overview will consist of

- Manage Organization
- Manage Organization Groups
- Manage Supply List
- Manage box Templates
- Manage File Templates
- Manage Addresses

### **Destruction**

- Running Destruction Eligibility List
- Formatting Destruction CSV File
- Uploading Destruction CSV
- Destruction Error Codes

Tuesday	Wednesday	Thursday	Friday
<p style="text-align: right;">8</p> <p>Records Management 2:00-3:20 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">9</p> <p>Destruction Orders 2:00-3:00 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">10</p> <p>Admin/ Manage Users 2:00-3:00 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">11</p> <p>Records Management 10-11 :20 AM EST <a href="#">Click To Register</a></p>
<p style="text-align: right;">15</p> <p>Records Management 2:00-3:20 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">16</p> <p>Destruction Orders 2:00-3:00 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">17</p>	<p style="text-align: right;">18</p> <p>Records Management 10:00-11:20 AM EST <a href="#">Click To Register</a></p>
<p style="text-align: right;">22</p> <p>Records Management 2:00-3:20 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">23</p>	<p style="text-align: right;">24</p> <p>Admin/ Manage Users 2:00-3:00 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">25</p> <p>Records Management 10 :00-11:20 AM EST <a href="#">Click To Register</a></p>
<p style="text-align: right;">29</p> <p>Records Management 2:00-3:20 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">30</p> <p>Destruction Orders 2:00-3:00 PM EST <a href="#">Click To Register</a></p>	<p style="text-align: right;">1</p>	<p style="text-align: right;">2</p> 